

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET  
Director and  
State Court Administrator



SCOTT SOSEBEE  
Deputy Director  
Information Technology

VERISE V. CAMPBELL  
Deputy Director  
Foreclosure Mediation

Certified Court Interpreters Program

**Certification Request Information and Procedures**

Effective June 2004

**Fee: \$50.00**

Please utilize this checklist when preparing your CERTIFICATION REQUEST packet for submission to our office.

**Have you included your:**

- ☐ Completed Certification Request, signed and notarized?
- ☐ Child Support Information?
- ☐ Verification of 40 hours of Nevada courtroom observation or equivalent work experience?
- ☐ Criminal history background check information (2 fingerprint cards)?

**and, as applicable:**

- ☐ Copy of out-of-state Certification credentials, including copy of your Consortium State Certification Examination Test Results certified by the state where it was issued?
- or
- ☐ Certified copy of your Federal Court Interpreter credential?

**Basic Requirements**

**All the following requirements apply to all persons requesting Foreign Language Certification from the State of Nevada:**

- ☐ Complete the Orientation Workshop for Interpreters in the Nevada Courts and pass the Nevada Certified Court Interpreter Written Test offered by the Administrative Office of the Courts (AOC), and
- ☐ Provide verification of courtroom observation or work; and
- ☐ Pass the Nevada Certified Court Interpreter Oral Examination offered by the Administrative Office of the Courts (AOC), or pass all three parts of the Court Interpreter Consortium Oral Examination administered in a Consortium State; or pass the Federal Interpreter Certification Oral Examination; and
- ☐ Submit a Nevada Certified Court Interpreter Certification Request, which includes a criminal history check.

**If it is determined that you are not eligible for certification, deficiencies will be noted to you in writing. Requirements should be reviewed prior to applying.**

Please read **ALL of the enclosed materials** carefully before filling out and submitting the Certification Request.

**APPROPRIATE USE OF  
THE TERM  
"CERTIFICATION"**

Only the Administrative Office of the Courts can award the "Nevada Certified Court Interpreter" credential for use in Nevada. The use of the term "certified" in any other situation, is not "certification" as provided in the statutes for Court interpreters. (NRS 1.510)

"It is unlawful for a person to act as a certified court interpreter or advertise or put out any sign or card or other device which might indicate to the public that he is entitled to practice as a certified court interpreter without a certificate as an interpreter issued by the court administrator pursuant to NRS 1.510 and 1.520." (NRS 1.540)

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## **CERTIFICATION REQUEST PACKET**

To become a Certified Court Interpreter in the State of Nevada, an applicant **MUST SUBMIT A COMPLETE CERTIFICATION REQUEST PACKET** including all of the following:

- ☐ A completed Certification Request signed and notarized;
- ☐ Proof of successful score on the Nevada Certified Court Interpreters Certification Examination, or proof of successful score on the Federal Certification Exam;
- ☐ Verification of 40 Nevada court observation hours or equivalent work experience in Nevada (form enclosed);
- ☐ Sworn Oath to Uphold the Code of Professional Responsibility for Interpreters in Nevada Courts;
- ☐ A completed Acknowledgement Sheet

**and, as applicable:**

- ☐ Certified copy of valid Federal Certification or at least a 70% score on the same day (and neither score on the sight translation below 65%) of all three parts of the Consortium state oral performance exam when applying for reciprocity consideration.

***If it is determined that you are not eligible for certification, deficiencies will be noted to you in writing. Requirements should be reviewed prior to applying.***

***The applicant must resubmit a new Certification Request packet and an additional fee if any miscellaneous items which are necessary to evaluate certification are not received within a one (1) year period from the date of notification of the need for the additional items AND/OR if deficiencies to obtaining the certification have not been corrected within one (1) year from the date of written notification. Furthermore, if an interpreter has allowed his or her Nevada Certified Court Interpreter credential to lapse, the interpreter may be required to pay for and retake the Nevada Certified Court Interpreter Examination again, and to fulfill the other steps required to obtain the certification.***

### **THE CERTIFICATION REQUEST FEE IS NON-REFUNDABLE**

Supreme Court Building ♦ 201 South Carson Street, Suite 250 ♦ Carson City, Nevada 89701 ♦ (775) 684-1700 • Fax (775) 684-1723

Regional Justice Center ♦ 200 Lewis Avenue, 17<sup>th</sup> floor ♦ Las Vegas, Nevada 89101

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**EXAM RECIPROCITY**

***Subject to the discretion of the Administrative Office of the Courts, persons possessing out-of-state certifications may apply for consideration, under state reciprocity, to be certified in the State of Nevada under the following conditions.***

**Reciprocity will be considered on a case-by-case basis.**

- Reciprocity for all out-of-state certified interpreters applies only to:
  1. Persons who have successfully passed all three parts of the oral skills exam developed by the Consortium for Language Access in the Courts (CLAC) with at least a 70% score on the same day (and neither score on the sight translation below 65%), and started and ended the certification process in the same state.
  2. Persons with Federal Court Interpreter Certification.
  3. Persons with State Court Interpreter Certification from all states that are members of the CLAC (when test scores are verifiable through the CLAC).
- Applicant holds a certification that is current in the issuing state at the time of Certification Request for a certification in Nevada.
- The certificate held in the issuing state is NOT a temporary permit, emergency, alternative, conditional license, multiple subject credential, or partial completion of a NCSC examination.

***Furthermore, applicant must meet the following requirements to be certified in the State of Nevada:***

- Complete the Orientation Workshop for Prospective Interpreters in the Nevada Courts and pass the Nevada Certified Court Interpreter Written Test with a minimum score of 80% offered by the Administrative Office of the Courts (AOC), and
- Provide verification of 40 hours of Nevada courtroom observation or work; and
- Submit a Nevada Certified Court Interpreter Certification Request to the AOC, which includes a criminal history check and payment of a \$50 administrative fee; and
- Sworn Oath to Uphold the Code of Professional Responsibility for Interpreters in the Nevada Courts.

***Information regarding the background check for out-of-state interpreters is available by contacting Ms. Andrea Krlickova at [akrlickova@nvcourts.nv.gov](mailto:akrlickova@nvcourts.nv.gov) or 702/486-9332.***

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**REQUEST FOR RECIPROCITY**

**Please mark the appropriate response.** Failure to mark one of the two will result in denial of the Certification Request.

- ☐ I have passed **all three parts** of the oral skills exam developed by the Consortium for Language Access in the Courts (CLAC) with at least a 70% score on the same day (and neither score on the sight translation is below 65%), and started and ended the certification process in the state of

\_\_\_\_\_.

Enclosed is a certified copy of my examination results. Please verify and grant me exam reciprocity.

State Court Interpreter Certification ID #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

- ☐ I am a Federal Certified Court Interpreter. Enclosed is a certified copy of my credentials. Please verify and grant me exam reciprocity.

Federal Court Interpreter Certification ID#: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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Notice

**INTERPRETER CERTIFICATION SUBJECT TO DENIAL  
OR RESTRICTION FOR BACK CHILD SUPPORT**

Pursuant to Nevada Revised Statute §245.520, professional or occupational licenses, certificates or permits may be denied or restricted if the person holding the certification owes back child support. The Certification for Court Interpreters for persons who speak a language other than English, issued by the Nevada Administrative Office of the Courts is subject to this new requirement mandated by the Federal Government of all states, including Nevada.

Under the new procedure a District Attorney's Office or the Nevada Welfare Division will send a written notice to the person who:

1. is past due in child support.
2. fails to provide health coverage for a child; or
3. fails to comply with a subpoena or warrant relating to a child support proceeding.

The notice will be sent by certified mail, restricted delivery, return receipt requested. The person has 30 days to satisfy the past due support or comply with an approved repayment plan, or provide health coverage, or comply with the subpoena or warrant. Or, the person may request a hearing challenging the finding that back child support is owed, has failed to provide health coverage, or is not complying with a subpoena or warrant in a child support proceeding.

If after a hearing is held the person is found to owe past child support, has failed to provide health coverage, or has refused to comply with a subpoena or warrant in a child support proceeding, the professional or occupational licensing agency will be notified by way of an "Order to Suspend." Upon receipt of the "Order to Suspend," the professional or occupational licensing agency must suspend or restrict the professional certification as determined in the hearing. The agency issuing the professional or occupational certification, certificate or permit shall reinstate the certification after receiving information from the District Attorney's Office or Welfare Division that the person is in compliance with the child support requirements.

In addition, every Certification Request for a professional certification must include a statement regarding the applicant's child support payment status. ***If the applicant fails to answer the questions or sign that portion of the Certification Request, the person's Certification Request will not be processed.*** If the applicant has not complied with a support order or approved repayment plan, the applicant must contact the local District Attorney or the Welfare Division to arrange for payment of child support.

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**CHILD SUPPORT INFORMATION**

**Please mark the appropriate response.** Failure to mark one of the three will result in denial of the Certification Request.

- ☐ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- ☐ I am subject to a court order for the support of one or more children and I am not in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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**COURT INTERPRETER CERTIFICATION REQUEST**

**1. PERSONAL INFORMATION**

Name: \_\_\_\_\_

SS#: \_\_\_\_\_ Contact Numbers: \_\_\_\_\_ or \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ DOB: \_\_\_\_\_

Are you a United States Citizen? ☐ Yes ☐ No Place of Birth: \_\_\_\_\_

✓ *If you are not a United States citizen, you must provide verification of being a lawful permanent resident of the United States or otherwise authorized to work.*

**2. EDUCATION/TRAINING HISTORY**

Please list your education/professional training. List your present or more recent attended institution first. List only semester hours. (If the institution was on the quarter system, please convert to semester hours. One (1) quarter hour converts to 2/3-semester hour.)

From	To	Academic Institution (High School/College)	Location (City/State)	Semester Hours	Major	Degree

**Workshop Dates:** \_\_\_\_\_ **City:** \_\_\_\_\_

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**3. INTERPRETING OBSERVATION/RELATED WORK**

- a) Have you worked as an interpreter in a Nevada court for at least 40 hours?  
☐ Yes ☐ No

If answer is **Yes**, complete c)  
If answer is **No** complete b)

- b) Please list your required 40 hours of observation in a Nevada court(s).

<i><b>Date</b></i>	<i><b>Court</b></i>	<i><b>Verifier's Name</b></i>	<i><b>Verifier's Title</b></i>	<i><b>Verifier's Phone Number</b></i>	<i><b>Number of Hours</b></i>



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- c) Please list all interpreting working experience from Nevada, within the last 12 months. List your present or most recent experience first. Attach additional sheets if needed.

<i><b>Date</b></i>	<i><b>Court</b></i>	<i><b>Case Number</b></i>	<i><b>Defendant's Name</b></i>	<i><b>Verifier's Name, Title and Phone Number</b></i>	<i><b>Number of Hours</b></i>	<i><b>Language</b></i>

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**IMPORTANT:** All **Yes** responses to the following professional conduct questions require a complete explanation. Attach an additional sheet if necessary.

4. Have you had, or do you currently have, a certification under review for suspension, revocation or other disciplinary action? ☐ Yes ☐ No

If **Yes**, please explain:

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5. Have you ever been dismissed from any non-interpreting or interpreting position due to any immoral or unprofessional conduct, or unfitness for service? ☐ Yes ☐ No

If **Yes**, please explain:

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6. Have you ever been convicted of any violation of the law other than moving traffic violations? ☐ Yes ☐ No

(You must answer **Yes** if you have any convictions, in any state, no matter how long ago, whether felony or misdemeanor, even if they have been set aside, vacated, pardoned, expunged, dismissed or appealed, whether or not your civil rights were restored, you successfully completed probation, went to trial, entered a guilty plea or a no contest plea.)

If **Yes**, please explain as accurately and completely as possible. Providing false or incomplete information may result in the rejection of your certified court interpreter certification request.

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7. Have you ever been convicted, or do you currently have pending charges of a gross and/or simple misdemeanor:

- |                                              |                              |                             |
|----------------------------------------------|------------------------------|-----------------------------|
| a) involving violence?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) requiring registration as a sex offender? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) involving moral turpitude?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) involving drugs and/or alcohol?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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**OATH TO UPHOLD THE CODE OF PROFESSIONAL  
RESPONSIBILITIES FOR INTERPRETERS IN THE NEVADA COURTS**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will use my best skill and judgment in all interpreting assignments and uphold the ethical standards in accordance with the oath set forth in NRS 50.054 and the Canons set forth in the Code of Professional Responsibility for Interpreters in the Nevada Courts, and will discharge my duties and obligations accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Must be signed in the presence of a judge, court clerk, or notary public. Falsification of this document may result in suspension/revocation of your Nevada Interpreter Certification.**

Sworn before: \_\_\_\_\_  
Name

Court: \_\_\_\_\_

NRS § 50.054 reads in part:

2. Before undertaking his duties, the interpreter shall swear or affirm that he will:
  - (a) To the best of his ability, translate accurately to the witness, in the language of the witness, questions and statements addressed to the witness;
  - (b) Make a true interpretation of the statements of the witness in an understandable manner; and
  - (c) Repeat the statements of the witness in the English language to the best of his ability.
3. While in the proper performance of his duties, an interpreter has the same rights and privileges as the witness, including the right to examine all relevant material, but is not entitled to waive or exercise any of those rights or privileges on behalf of the witness.
4. As used in this section, "interpreter" means a person who is readily able to communicate with a person who speaks a language other than English and does not know the English language, translate the proceedings for him and accurately repeat and translate the statements of the person in a language other than English to the court, magistrate or other person presiding.

## The seal of the Supreme Court of Nevada is a circular emblem. It features a central figure of a woman, likely representing Justice or Liberty, standing and holding a scale of justice in her right hand and a sword in her left. The words "SUPREME COURT OF NEVADA" are inscribed around the top inner edge of the seal, and "FIAT JUSTITIA" is inscribed around the bottom inner edge. There are small stars on either side of the central figure.

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# **APPLICATION AFFIDAVIT**

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